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LSCA Titles I &
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guidelines

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MONTANA STATE LIBRARY

STAN STEPHENS, GOVERNOR

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STATE OF MONTANA

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HELENA, MONTANA 59620

STATE DOCUMENTS COLLECTION

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HELENA, MONTANA 59620

May 2, 1992

To: Grant Applicants for FY 1993 LSCA Title I & III Funds

From: Richard Miller, State Librarian RTM

The enclosed "Montana 1993 Library Services and Construction Act Titles I & III Application Guidelines" contains the official forms to be used and describes the process applicants should follow in applying for a grant.

I would like to call your attention to several aspects of this grant application process:

1. Libraries and organizations large and small, are encouraged to apply. Previous experience writing grants may be helpful, but is definitely not required. An ounce of substance is worth many pounds of glitter. The best grant applications are those that are straightforward in language and presentation. Strive to make your application easy to read and understand. If you feel you have an idea for a project that will benefit Montana libraries but are reluctant to apply, I suggest you contact the Library Development staff at the Montana State Library for assistance.

2. Title I funds are restricted to those projects which will benefit public libraries. Title III funds can be used for resource sharing purposes among all types of libraries.

3. A change has been made in the way Collection Management Policies are used as qualifiers for grant eligibility. The schedule on page 3 of the enclosed application guidelines indicates that any library interested in receiving or administering a FY 1993 LSCA grant must have a collection management policy approved by the State Library by September 11, 1992. This requirement does not preclude a library from working on a grant application while simultaneously completing work on a collection management policy. However, a grant application will not be considered eligible unless the collection management policy requirements have been met.

4. Those libraries applying for LaserCat grants should be aware of the special eligibility requirements for LaserCat applicants as listed on page 5 of the enclosed application guidelines. To apply for a LaserCat grant, please use the special forms provided in Appendix A. Additionally, there are minimal standards that apply to lasercat equipment purchased with LSCA funds as listed on page A-2 of that appendix.

Applicants are expected to adhere to the deadlines established in the schedule on page 3 of the enclosed application guidelines.

PLEASE RETURN

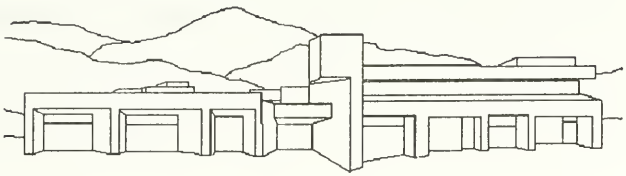
AN EQUAL OPPORTUNITY EMPLOYER

SEP 1 1993

MONTANA

1993 LSCA TITLES I & III

GRANT APPLICATION GUIDELINES



MONTANA STATE LIBRARY

TABLE OF CONTENTS

Page

Introduction 1

LSCA Titles and Purpose 1

FY '93 LSCA Title I & III Grant Application Schedule 3

FY 1993 Montana LSCA Projected Funds 4

Application Process 5

Instructions 8

Letter of Intent Form 11

Project Application Summary Form 12

Proposed Budget Forms 13

Review Team Grant Application Evaluation Form 17

Library Services Advisory Council Grant Application Evaluation Form 18

I. Appeal Process 19

APPENDIX A - LASERCAT APPLICATION

APPENDIX B - APPLICATION CHECKLIST

I. INTRODUCTION

LSCA TITLES AND PURPOSE

The LSCA has eight titles. Titles I, II and III are administered in Montana by the Montana State Library Commission and the Montana State Library. Titles IV, V and VI are grant programs administered directly by the U.S. Department of Education. Even though Titles VII and VIII are authorized, no appropriation has been made to fund them. Titles I and II of LSCA are limited to grants that benefit public libraries. The primary focus of Title III is to coordinate the resources of all types of libraries. (The Title II application process uses a separate set of guidelines available at the Montana State Library.)

TITLE I: PUBLIC LIBRARY SERVICES

1. Public Library Services to areas without services
2. Public Library Services to areas with inadequate services
3. Services to the Disadvantaged
4. Physically Handicapped
5. State Institutional Library Services
6. Strengthening State Library Administrative Agency
7. Major Urban Resource Libraries
8. Strengthening Metropolitan Public Libraries
9. Limited English-Speaking Proficiency
10. Services to the Elderly
11. Community Information Referral Centers
12. Literacy Program
13. Handicapped
14. Intergenerational Library Programs
15. Child Care Centers
16. Model Literacy Centers
17. Drug Abuse Prevention
18. Administration

TITLE II: PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT

TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING

1. Planning of Cooperative Library Networks
2. Establishing, Expanding and Operating Library Networks
3. Planning for Statewide Resource Sharing
4. Technological Capacity for Interlibrary Cooperation/Resource Sharing
5. Preservation Programs

TITLE IV: LIBRARY SERVICES FOR INDIAN TRIBES

1. To establish, extend, and improve public library services to Indian people living on or near reservations and Hawaiian natives.

TITLE V: FOREIGN LANGUAGE MATERIALS ACQUISITION

1. To assist state libraries and public libraries in the acquisition of foreign language materials.

TITLE VI: LIBRARY LITERACY PROGRAMS

1. To assist state libraries in coordinating and planning literacy programs and making arrangements for training librarians and volunteers.
2. To assist public libraries in promoting the use of voluntary services in providing literacy programs, acquiring materials for literacy programs, and using library facilities for literacy programs.

TITLE VII: EVALUATION AND ASSESSMENT

TITLE VIII: LIBRARY LEARNING CENTER PROGRAMS

FY '93 LSCA TITLE I & III GRANT APPLICATION SCHEDULE

May 8, 1992	FY '93 LSCA Titles I & III Grant Application Packet available for distribution
July 24, 1992	Letters of Intent due for Titles I & III (including LaserCat)
July 31, 1992	State Library response to Letters of Intent mailed to potential applicants
September 11, 1992	Deadline to have an approved Collection Management Policy on file at the Montana State Library for FY '93 LSCA Titles I & III Grants (* See Eligibile Applicants p. 5)
September 25, 1992	Deadline for submission of Title I & III applications (including LaserCat)
October 2, 1992	Eligibility Review completed by Montana Library staff; Letter of Eligibility Status mailed to all applicants; grant applications forwarded to members of the Library Services Advisory Council's Title I & III Grant Review teams
October 15, 1992	Review Team returns Grant Application Evaluation Forms to Montana State Library for forwarding to members of the Library Services Advisory Council
November, 1992	Advisory Council completes Title I and III evaluation forms, reviews LaserCat application scoring, and determines funding recommendations to go to Montana State Library Commission (public welcome to attend)
December, 1992	Montana State Library Commission determines FY '93 LSCA Title I & III grant award recipients and amounts (public welcome to attend)
December, 1992	Notice will be mailed to all applicants of the final status of their grant requests
January 15, 1993	Grant Agreements will be mailed to award recipients for proper signatures. When a properly signed agreement is on file at the Montana State Library, a letter of authorization to begin the grant project will be issued and the project funds will be available as specified in the project Grant Agreement.
September 10, 1993	Deadline to have an approved Collection Management Policy on file at the Montana State Library for FY '94 LSCA Titles I & III Grants (* See Eligibile Applicants p. 5)

FY 1993 MONTANA LSCA PROJECTED FUNDS

The Montana State Library Commission (MSLC) has decided to emphasize four Title I priority areas and two Title III priority areas (as indicated below) in the FY '93 grant application process. Grant applications will be accepted in any and all Title I and III priorities, but special consideration will be given to those grant applicants seeking funding in the priority areas emphasized by the MSLC. Fiscal year 1993 Title I and III grant applications will be accepted subject to Congress making an appropriation of the LSCA Program. The preliminary amounts listed below are based on FY 1992 amounts and may be revised by the Montana State Library Commission.

TITLE I: Public Library Services

Competitive Grants $39,000

1. Public Library Services to areas without services
3. Services to the Disadvantaged
12. Literacy Programs (with emphasis on adult literacy)
14. Intergenerational Library Programs (with emphasis on older adult volunteers providing after-school literacy and reading skill programs for unsupervised children and young adults)

LaserCat $12,000

NOTE: Public libraries applying for a single LaserCat Grant should use the LaserCat Application form in Appendix A, instead of the Title I & III application form.

Examples of Title I Grants Funded Previously:

Children's Summer Reading Program - $2,500
Librarians Attendance at a Rural Libraries Conference - $3,941
LaserCat Training Workshops - $4,193
Library Federations Study - $18,000

TITLE III: Interlibrary Cooperation and Resource Sharing

Competitive Grants $65,000

2. Establishing, Expanding and Operating Library Networks
4. Technology Capacity for Interlibrary Cooperation/Resource Sharing

LaserCat $30,000

NOTE: All types of libraries applying for a single LaserCat Grant should use the LaserCat Application form in Appendix A, instead of the Title I & III application form.

Examples of Title III Grants Funded Previously:

Statewide Assistance with Purchasing LaserCat Equipment and Subscriptions - $62,800
Montana Last Copy Fiction Pool Recon - $3,200
Statewide Assistance with Technology Planning - $7,513
Retrospective Conversion for the State Historical Society Library - $15,000

II. APPLICATION PROCESS

Questions regarding the LSCA application process may be directed to the Library Development Program, Montana State Library, 1515 East 6th Avenue, Helena, Montana 59620 or 406-444-5350.

ELIGIBLE APPLICANTS

- Montana public libraries, schools, and nonprofit agencies or organizations which apply for funding for a project which will benefit public library service, may apply for grants under Title I. Montana libraries of all types, and nonprofit agencies or organizations proposing a project which will enable or enhance interlibrary cooperation and resource sharing, and/or augment the technological capacity of libraries to share resources, may apply for grants under Title III.

- To be eligible to submit an application, Montana libraries must have an approved Collection Management Policy on file at the Montana State Library. Collection Management Policies, considered and formally adopted by governing entities, are a prerequisite to maintaining a useful materials collection. Accordingly, the Montana State Library Commission now requires that any entity applying to the Commission for any grants after July 1, 1986, shall have a written collection management policy in place and on file at the Montana State Library.

- In order to meet the September 11, 1992 collection management policy deadline for this grant cycle, libraries should follow this procedure: request policy guidelines from the Library Development Program at the Montana State Library (MSL); write policy with local approval; submit policy to MSL for review (MSL will approve or return revision comments within 12 working days); if policy is not approved, the library should revise it in accord with MSL's comments and re-submit the policy to MSL for another review; this process continues until an approved policy is on file at MSL.

- To be eligible to submit a LaserCat Application, a library must: not be online with WLN ; not have previously received a LaserCat grant from the Montana State Library Commission; not own LaserCat already; not have let a previously-held LaserCat subscription expire; and, be willing to comply with the minimal standards set forth by the Montana State Library for LSCA-assisted computer equipment purchases as specified in the LaserCat Application. (Appendix A)

ELIGIBLE PROJECTS

TITLE I: PUBLIC LIBRARY SERVICES

The Montana State Library will accept applications for projects under all LSCA Title I priority areas. Special consideration will be given to applications under the following priority areas:

1. Public Library Services to areas without Services

   This includes, but is not restricted to, projects in such areas as:

   - specialized training opportunities for public librarians and/or public library trustees in providing library services to those beyond the library's current patron population

- model programs that provide outreach public library service to currently unserved Montanans in an innovative, unique manner

- model library administrative programs that demonstrate methods of political, economical, and operational alteration of existing library services in order to provide service to those Montanans currently without public library service

3. Services to the Disadvantaged

This includes, but is not restricted to, projects in such areas as:

- public library programs designed to incorporate Native American cultural themes in public library activities

- public library programs that serve the handicapped

- public library programs aimed at creating awareness of and preserving Native American oral histories, artifacts, and traditions

- model projects that provide specialized library services to the elderly living at or below the poverty level

12. Literacy Programs (with emphasis on adult literacy)

This includes, but is not restricted to, projects in such areas as:

- public library programs that target unemployed adults and teenagers for whom illiteracy is a limiting factor in obtaining a job

14. Intergenerational Library Programs (with emphasis on older adult volunteers providing after-school literacy and reading skill programs for unsupervised children and young adults)

This includes, but is not restricted to, projects in such areas as:

- public library projects which encourage intergenerational literacy programs aimed at interrupting cycles of illiteracy within families

TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING

The Montana State Library will accept applications for projects that will enable or enhance Multitype Interlibrary Cooperation and Resource Sharing under Title III priority areas. Special consideration will be given to applications under the following priority areas:

2. Establishing, Expanding and Operating Library Networks

This includes, but is not restricted to, projects in such areas as:

- projects which demonstrate how libraries can share a specific resource (e.g. video collection)

- model network projects which demonstrate how to overcome the barriers to library resource sharing, i.e. service area overlap, political boundaries, specialized funding, lack of communication, etc.

4. Technological Capacity for Interlibrary Cooperation/Resource Sharing

This includes, but is not restricted to, projects in such areas as:

- computer training or automation workshops that enhance libraries' abilities to share resources

- model agreements among libraries which demonstrate co-ownership or the sharing of automation equipment to the mutual benefit of the participating libraries

INELIGIBLE PROJECTS

Projects should be innovative and should supplement local funding. Projects are not eligible which:

1) would replace local spending (the basic operation of the library is a local responsibility)

2) have no replication potential beyond the initial project

Applications for these projects will be considered ineligible and returned to the applicant. Contact the Library Development Program at the Montana State Library if you have any questions regarding the eligibility of your project.

INSTRUCTIONS

A. LETTER OF INTENT (not required for LaserCat)

1. General

Complete and mail Letter of Intent Form, page 11, to the Library Development Program, Montana State Library, 1515 East 6th Avenue, Helena, Montana 59620. All Letters of Intent must be received at the Montana State Library by the deadline indicated on the application schedule on page 3 of this packet.

The purpose of the Letter of Intent is twofold:

(1) to insure that the applicant does not waste time and effort developing a grant application for a project that is legally ineligible for funding or duplicates a previously LSCA-funded project;

(2) to assist the Montana State Library in scheduling sufficient staff time for managing the grant application process and for consulting with applicants on how to correctly fill out the required application forms.

Information provided on the Letter of Intent is understood to be preliminary. The project as described in the Application may vary slightly from the project described in the Letter of Intent. Submission of a Letter of Intent is not an obligation to submit an application.

Provide all information specified.

Name of Applicant: the name of the library, agency or organization which will be applying.

Mailing Address of Applicant: the address of the applicant. Arrangements should be made for the Project Director to pick up project mail at the address of the applicant.

Name of Project Director: the person who will be responsible for the project, if other than the applicant.

Telephone of Project Director: the number at which the project director may be contacted during normal working hours.

Summary of Project: in the space provided, **briefly** summarize the need for your project, the project goal(s) and objective(s), the methodology you plan to use, and the method by which you will evaluate the success of the project. **It is important that you completely but concisely describe your project in the space provided so that the Montana State Library can evaluate eligibility of the project**.

Titles I & III LSCA Federal purpose: check the **one** LSCA federal purpose under which you plan to apply.

Signature: for a public library, the Chairperson of the Board of Trustees; for a school library, the Superintendent; for an institution, the Administrative Director; for an organization, the President or Executive Director; for an academic or special library, or other agency or organization, a supervising official. Attach additional sheets for signatures representing all participants in a cooperative project.

B. APPLICATION

1. General

Complete and mail an original and five (5) copies of the Application Package, (Telefacsimile submissions are not acceptable) which consists of 1) LSCA Project Application Summary, page 12; 2) Proposed Budget, pages 13-16; 3) Project Narrative, and 4) Letters of Support (in that order only) to the Library Development Program, Montana State Library, 1515 East 6th Avenue, Helena, Montana 59620. Those libraries applying for a single LaserCat Grant should use the LaserCat Application forms in Appendix A.

The application must be received at the Montana State Library by September 25, 1992. Applications received after the deadline will not be considered for funding.

All FY 1993 Montana LSCA applications will first be reviewed by the Montana State Library for determination of eligibility. (See page 5.)

Eligible applications will be reviewed by a Review Team (subcommittee of the Library Services Advisory Council) according to the schedule on page 3. The Review Team will have full copies of eligible applications and will score using the evaluation form on page 26.

2. Project Application Summary

For all applications (excluding LaserCat), be sure to give careful attention to the Summary page. The Project Application Summary provides a brief specific overview of your project. Review Team average scores and copies of the Summary page of applications (page 12) will be reviewed by the Library Services Advisory Council according to the schedule on page 3. The Council will score all eligible applications using the evaluation form on page 29. It is important that you completely, but concisely, describe your project in the space provided as this is the only information on the project that is provided to the Library Services Advisory Council for review.

The Library Services Advisory Council will report scores and recommendations to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page 3.

Instructions for completing the Letter of Intent are applicable to the LSCA Project Application Summary as well. However, information provided in the Application is understood to be binding on the applicant. Any changes in a project from its description in the Application would require prior written permission from the Montana State Library.

3. Project Narrative

Compose your Project Narrative with the following section headings:

Needs Statement

Describe and document the problem which you wish to address through this project, in terms of library user needs, identifying the number and characteristics of the populations to be served by the project.

Project Goals and Objectives

Describe the goal(s) of your project by stating in general terms what you want to accomplish.

State the objective(s) of your project in action statements that establish a timeline for each activity and the method by which you will determine to what extent the objective has been accomplished.

Methodology

Describe the methods, resources, timelines, and personnel that will be used in the solution of the problem you have described. Indicate how the project will continue after LSCA funds are expended.

Evaluation

Describe how you propose to evaluate the results of your project.

4. Proposed Budget

Complete the Proposed Budget tables as indicated on the forms (pages 13-15).

5. Letters of Support (If applicable)

Letters of support may be helpful in establishing the credibility of the project. Include letters from those individuals and organizations which will be impacted by and/or assist in the project.

C. GRANT AGREEMENT

Please be aware that after the Montana State Library Commission (MSLC) awards a grant and before a project is authorized to commence, the award recipient(s) must sign a grant agreement with the Montana State Library. This agreement insures that the approved LSCA project will adhere to specific assurances and provisions required by federal and state regulations and MSLC policies. Some of the required assurances involve fiscal procedures, conflict of interest, examination of records, default, copyright and publication, labor requirements, handicapped access, etc. Some of the additional forms that must be signed include "Assurances-Non-Construction Programs," "Certification Regarding Lobbying for Grants and Cooperative Agreements," "Certification Regarding Drug-Free Workplace Requirements."

MONTANA STATE LIBRARY, LIBRARY DEVELOPMENT PROGRAM
LSCA PROJECT LETTER OF INTENT, FISCAL YEAR 1993

Name of Applicant: _____

Mailing Address of Applicant: _____
address city state zip

Name of Project Director: _____ Telephone: _____

Amount Requested for Total Project:
LSCA Funds: $_____
Local Funds/In-Kind Services: (If applicable) $_____
Total Cost of Project: $_____

Summary of Project

Needs Statement:

Project Goals and Objectives:

Methodology:

Evaluation:

Titles I & III: Check only **ONE** Federal LSCA Purpose:

TITLE I _____ 1. _____ 3. _____ 12. _____ 14. TITLE III _____ 2. _____ 4.

The signature(s) below will be understood to indicate the intent of the applicant to submit an application for the project. It will not obligate the applicant to do so, however. (See pp. 8 & 9)

_____ _____ _____
Signature Print or Type Name Title

Attach additional sheets for signatures representing all participants in a cooperative project. This must be received at the Montana State Library by July 24, 1992.

MONTANA STATE LIBRARY, LIBRARY DEVELOPMENT PROGRAM
LSCA PROJECT APPLICATION SUMMARY, FISCAL YEAR 1993
Application must be received at the Montana State Library by September 25, 1992.

OFFICE USE ONLY
APPLICATION NUMBER

Name of Applicant: _____

Mailing Address of Applicant: _____
address city state zip

Name of Project Director: _____ Telephone: _____

Amount Requested for Total Project:
LSCA Funds: $_____
Local Funds/In-Kind Services (If applicable): $_____
Total Cost of Project: $_____

Summary of Project

Needs Statement:

Project Goals and Objectives:

Methodology:

Evaluation:

Titles I & III: Check only **ONE** Federal LSCA Purpose:

TITLE I _____ 1. _____ 3. _____ 12. _____ 14. TITLE III _____ 2. _____ 4.

The signature(s) below will be understood to signify the applicant(s)'s intent to conduct the project described herein. See pages 8 & 9.

_____ _____ _____
Signature Print or Type Name Title

Attach additional sheets for signatures representing all participants in a cooperative project.

PROPOSED BUDGET

Describe how you intend to spend the funds for the project, including both LSCA funds and those from other sources. Provide sufficient detail so that a reviewer can understand how various items were computed, e.g., use total hours, unit costs, and quantities. Budget items should be reflected in the methodology section of the narrative.

SALARIES AND WAGES

List the positions connected with the project and indicate the following for each: total project hours required, percentage of federal and local funds paid for benefits, federal funding, local funding, and total for each position.

POSITION	TOTAL HOURS	% OF BENEFITS	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS					

CONTRACTED SERVICES

List all contracted services, including personal services and others connected with the project and indicate type of service, federal funding, local funding and total funding.

TYPE OF SERVICE	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS			

SUPPLIES AND MATERIALS

SUPPLIES AND MATERIALS	CATEGORY	QUANTITY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
PRINT MATERIALS: List by category, such as periodicals, pamphlets, books.					
AUDIO VISUAL SOFTWARE: List by category, such as films, filmstrips, etc.					
COMPUTER SOFTWARE: Specify titles.					
OTHER: Consumable supplies.					
COLUMN TOTALS					

TRAVEL

List each position that will travel during this project and the purpose of the travel. Travel reimbursement will be in accordance with Section 2.4.101 of the Administrative Rules of Montana.

POSITION	PURPOSE OF TRAVEL	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS				

TRAINING

List each position that will use the training funds for this project and indicate the type of training.

POSITION	TYPE OF TRAINING	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS				

EQUIPMENT

EQUIPMENT	DESCRIPTION	QUANTITY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
AV HARDWARE: Indicate each piece of equipment and cost, whether rental, lease or purchase.					
COMPUTER HARDWARE: Specify make, model, and storage of each item.					
OTHER: Specify					
COLUMN TOTALS					

OTHER EXPENDITURES

EXPENDITURES	DESCRIPTION (if applicable)	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
INSURANCE				
RENT				
TELEPHONE				
POSTAGE				
PHOTOCOPYING				
PRINTING: Indicate publication, quantity and estimated cost.				
OTHER				
COLUMN TOTALS				

OVERALL PROPOSED BUDGET

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

REVIEWER # _____

OFFICE USE ONLY

_____

APPLICATION NUMBER

LIBRARY SERVICES AND CONSTRUCTION ACT
Review Team Grant Application Evaluation Form

		Maximum	Points
1.	**NEEDS STATEMENT**		
	DOES THE APPLICATION IDENTIFY AND DOCUMENT A NEED OR A PROBLEM IN TERMS OF LIBRARY USER NEEDS?	30	_____
2.	**GOALS AND OBJECTIVES**		
	ARE THE OBJECTIVES OBTAINABLE AND MEASURABLE?	25	_____
3.	**METHODOLOGY**		
	IS THE METHODOLOGY PRACTICAL AND WORKABLE AND DOES THE APPLICATION IDENTIFY HOW THE RESOURCES AND PERSONNEL WILL BE USED TO ACCOMPLISH THE OBJECTIVES?	25	_____
4.	**EVALUATION**		
	ARE THERE EVALUATION PROCEDURES THAT WILL INDICATE THE OUTCOME OF THE PROJECT AND THE DEGREE TO WHICH THE OBJECTIVES ARE MET?	20	_____
		TOTAL 100	_____

COMMENTS (Continue on back if necessary.) _____

_____

_____

_____

OFFICE USE ONLY

APPLICATION NUMBER

LIBRARY SERVICES AND CONSTRUCTION ACT
Library Services Advisory Council Grant Application Evaluation Form

		Maximum	Points
1.	Is this project an appropriate use of LSCA funds?	30	_____
2.	Is this project an announced priority project, or is it exceptionally innovative?	10	_____
3.	Does the potential impact of this project justify the requested LSCA funds?	30	_____
4.	Do you think this project will improve library service in Montana?	30	_____
		TOTAL 100	_____

COMMENTS (Continue on back if necessary.) _____

_____

_____

_____

_____
Signature of Library Services Advisory Council Member

III. APPEAL PROCESS

The Library Development Program will notify all applicants of the Title I and III grant awards based on the Montana State Library Commission's action. Any person or group submitting a proposal for grant funds to the Montana State Library Commission shall have the right to appeal if the proposal is not funded. The request for the appeal shall be made to the Montana State Librarian at 1515 East 6th Avenue, Helena, Montana 59620 (444-3115) within 12 working days of receipt of the letter denying the grant (ARM 10.101.206). See ARM 10.101.206 for full description of Appeals Process.

Libraries approved by the Commission to receive a grant shall not proceed with the project until: (1) all elements of the appeals process (if there are any appeals) are complete; (2) a memorandum of agreement specifying requirements is signed and in place at the Montana State Library.

APPENDIX A

LASERCAT APPLICATION

LaserCat is a CD-ROM product from WLN that contains that portion of their database for which there are extensive library holdings in the Pacific Northwest. The Montana State Library Commission has moved to make federal Library Services Construction Act (LSCA) funds available to assist Montana libraries in obtaining subscriptions to LaserCat and/or the computer hardware necessary to run this state-of-the-art technology. Awards will be made on a competitive basis using this FY '93 LaserCat Application. These awards are not restricted by type of library.

INSTRUCTIONS

A. APPLICATION

1. General

Complete and mail an original and five (5) copies of the LaserCat Application (pages A-3, A-4 & A-5) to the Library Development Program, Montana State Library, 1515 East 6th Avenue, Helena, Montana 59620. Telefacsimile submissions are not acceptable.

The application must be received at the Montana State Library by September 25, 1992. Applications received after the deadline will not be considered for funding.

All FY 1993 Montana LSCA LaserCat applications will first be reviewed by the Montana State Library for determination of eligibility. (See page 5.)

Eligible applications will be reviewed by a Review Team (subcommittee of the Library Services Advisory Council) according to the schedule on page 3. The Review Team will score using the scoring sheet for LaserCat grant applications on pages A-5 and A-6 of Appendix A.

The Library Services Advisory Council will report scores and recommendations to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page 3.

2. Signatures

The application requires the librarian's signature and also one of the following signatures: for a public library, the Chairperson of the Board of Trustees; for a school library, the Superintendent; for an institution, the Administrative Director; for an organization, the President or Executive Director; for an academic or special library, or other agency or organization, a supervising official.

B. GRANT AGREEMENT

Please be aware that after the Montana State Library Commission (MSLC) awards a grant and before a project is authorized to commence, the award recipient(s) must sign a grant agreement with the Montana State Library. This agreement insures that the approved LSCA project will adhere to specific assurances and provisions required by federal and state regulations and MSLC policies. Some of the required assurances involve fiscal procedures, conflict of interest, examination of records, default, copyright and publication, labor requirements, handicapped access, etc. Some of the additional forms that must be signed include "Assurances-Non-Construction Programs," "Certification Regarding Lobbying for Grants and Cooperative Agreements," "Certification Regarding Drug-Free Workplace Requirements."

MONTANA STATE LIBRARY
MINIMAL STANDARDS FOR LASERCAT EQUIPMENT
TO BE PURCHASED WITH FY '93 LSCA FUNDS

The State Library has compiled the following minimal standards list for LaserCat equipment to be purchased solely or in part with LSCA funds:

- **386SX IBM-compatible microcomputer with**
  - **4 Mb RAM**
  - **one "floppy" disk drive (3.5" or 5.25")**
  - **one 40 Mb "hard" drive**
  - **MS-DOS or PC-DOS version 3.3 or higher plus a software memory manager to facilitate use of RAM above 640K, or version 5.0 which contains a memory manager**
- **Windows 3.0 or higher w/ Mouse**
- **VGA color or monochrome monitor**
- **MS-DOS CD-ROM extensions**
- **two LaserCat compatible CD-ROM drives attached to a single interface card**
- **one parallel IBM PC compatible printer (must be capable of performing the heavy duty task of printing catalog cards and labels)**
- **cables and connectors required for equipment purchased**
- **a WLN LaserCat subscription.**

Libraries intending to use any portion of the LSCA funds awarded to them to purchase LaserCat equipment which does not meet or exceed these minimal requirements must contact the State Library before making any purchase commitments.

FY '93 LSCA LASERCAT APPLICATION QUESTIONNAIRE

Name of Library _____

Library Address _____

Federation _____

Contact Person _____ Telephone ___

Please indicate which <u>one</u> of the following grants you are applying for:

_____ $1300 LaserCat subscription

_____ $1500 for CD-ROM Drives

_____ $3000 to assist with the purchase of hardware (CD-ROM Drives and/or a computer) and a LaserCat subscription

PLEASE NOTE: Applicants may use additional paper as necessary. However, please remember that clearly stated, precise answers (rather than lengthy narratives) are preferred by the Review Team.

1. Please indicate the status of the hardware for which you are seeking funding:

   _____ Equipment already-owned that will be dedicated to LaserCat. (please provide documentation)

   _____ Purchase order ready pending approval of this grant application.

2. How will the addition of LaserCat impact the library's resource sharing in Montana?

3. How will the addition of LaserCat technology complement other automation development in the library? Describe the library's computer equipment and the current use of that equipment.

4. How will LaserCat help the library to provide better service to library patrons? What new services will be offered as a result of the LaserCat technology?

5. What are the plans for continuing the subscription once the demonstration period ends?

6. What is the library staffing plan for acquisition, implementation, and utilization of LaserCat?

7a. If the library will be unable to provide access to LaserCat for a period totalling two consecutive months or longer, will the library be willing to share the LaserCat technology with another site arranged through agreement with the Montana State Library?

OR

7b. If the library will use LaserCat on a year-round basis, to whom, in addition to regular library patrons, will the technology be demonstrated?

8. The library will demonstrate its responsibility to share resources by providing a specific plan (i.e. budget, timeline, staff assignments, collection assessments) for adding its holdings to the WLN database.

9. Do your library patrons have access to another LaserCat? Where and when? Please explain why this access does not serve your patrons' needs.

Note: A directive from the Montana State Library Commission emphasizes that the awarding of LaserCat grants be made in a manner that funds the largest number of new WLN subscribers possible for the money available. Toward this end, Item #10 on the "Scoring Sheet for LaserCat Grant Applications" addresses how each qualifying grant application relates to the overall funding plan for LaserCat distribution.

The signature(s) below will be understood to signify the applicant(s)'s intent to conduct the project described herein. (See pages 8 & 9.)

_____	_____	_____
Signature	Print or Type Name	Title
_____	_____	_____
Signature	Print or Type Name	Title

Reviewer # _____ Total Score _____ Name of Library Applicant _____

SCORING SHEET FOR LASERCAT GRANT APPLICATIONS

Each YES response is worth one point except in numbers 2, 4, and 9, where the responses are weighted.

_____ 1. The library has hardware available to dedicate to LaserCat.

___ YES ___ NO

_____ 2. The library gives specific examples of how the addition of LaserCat will impact resource sharing with the rest of Montana.

1 example = 1 point / 2 examples = 2 points
3 or more examples = 3 points

_____ 3. The library describes how the addition of LaserCat technology will complement other automation development in the library.

___ YES ___ NO

_____ 4. The library provides specific examples of how LaserCat will help the library to provide better service to patrons and indicates what new services be will offered as a result.

1 example = 1 point / 2 examples = 2 points
3 or more examples = 3 points

_____ 5. The library describes the plans for continuing the subscription once the demonstration period ends.

___ YES ___ NO

_____ 6. The library outlines a staffing plan for acquisition, implementation, and utilization of LaserCat.

___ YES ___ NO

_____ 7a. In the event that the library will not be able to provide access to LaserCat for a period of 2 months or longer, the library is willing to share the technology with another site approved by the Montana State Library during that time.

___ YES ___ NO

OR

_____ 7b. A library offering access year-round to LaserCat plans to demonstrate the technology to others.

___ YES ___ NO

_____ 8. The library provides a specific plan (budget, timeline, staff assignments, collection assessments) for adding its holdings to the WLN database.

___ YES ___ NO

_____ 9. The library's patrons have access to a LaserCat at another location. (The Application Review Committee will assign 0-3 points based on the strength of the applicant's response.)

___ YES (0 pts) ___ NO (1-3 pts)

_____ 10. Funding of the library's application is in accordance with the Montana State Library Commission's directive that the awarding of LaserCat grants be made in a manner that funds the largest number of new WLN subscribers possible for the money available.

___ YES ___ NO

_____
Total Score (maximum points available = 16)

APPENDIX B

LSCA GRANT APPLICATION CHECKLIST

This checklist is provided to assist you in preparing your grant application. **DO NOT** send it to the Montana State Library with your application.

_____ 1. Eligible applicant. See p. 5.

_____ 2. Eligible project. See pp. 5-7.

_____ 3. Letter of Intent will be received at the Montana State Library by July 24, 1992. See p. 11.

_____ 4. Collection Management Policy approved and on file at the Montana State Library by September 11, 1992. See p. 5.

_____ 5. Project Application Summary completed. See p. 12.

a. 'Summary of Project' section completely and concisely describes project. See pp. 8 & 9.

b. 'Summary of Project' section completed in space provided and not continued on other pages. See pp. 8 & 9.

_____ 6. Project Narrative completed in correct format. See pp. 9 & 10.

_____ 7. Proposed Budget completed. See pp. 13-16.

_____ 8. Letters of Support included, if applicable. See p. 10.

_____ 9. Application complete and assembled in correct order. See p. 9.

_____ 10. The original and five (5) copies (in proper order) will be received at the Montana State Library by September 25, 1992. See p. 9.

LASERCAT APPLICATION CHECKLIST

_____ 1. Eligible applicant. See p. 5.

_____ 2. Collection Management Policy approved and on file at the Montana State Library by September 11, 1992. See p. 5.

_____ 3. The original and five (5) copies will be received at the Montana State Library by September 25, 1992. See p. A-3 of Appendix A.

Montana State Library
1515 East Sixth Avenue
Helena, MT 59620